

## Administration and Communication Coordinator – Discipline of Trauma and Injury

Updated 16 January 2025

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Discipline of Trauma and Injury
Supervisor (Title)	Discipline Lead – Indigenous and Trauma
Classification	Higher Education Officer Level 5
Employment Type	Fixed term, Part Time

### POSITION SUMMARY

Under general to broad direction from the Discipline Lead, Trauma and Injury, the Administration and Communication Coordinator will make significant contributions to the success of the Discipline. Trauma and Injury undertakes research which focusses on understanding the nature, causes and effects of human injury, for injury prevention and support initiatives. This research has strong industry and consumer engagement, working with data in a variety of formats from clinical epidemiological repositories through to community co-design for injury initiatives. Our team has specific expertise in Indigenous research methodologies, consumer engagement, co-design, epidemiology and biostatistics, which combined with public health expertise, allows the team to cover a wide variety of facets related to trauma and injury.

The Administration and Communication Coordinator will be primarily focused on managing the office functions including administration and communication management, as well as provide executive assistance to the Discipline Lead.

*Aboriginal and Torres Strait Islander people are strongly encouraged to apply for this job.*

### UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity policies*.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

In addition, it is a requirement of this position that the incumbent has the ability to obtain and maintain the Working with Vulnerable People registration”

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.

### KEY POSITION RESPONSIBILITIES

The Administration and Communication Coordinator will be accountable for:

1. Providing a range of support services to the Trauma and Injury team, including diary and mailbox management, travel coordination, record and expense management, and general administration support to ensure the efficient and responsive delivery of research operations and deliverables.
2. Minute taking and agenda preparation and distribution for the Discipline of Trauma and Injury Advisory Boards, Governance Committees, teams and other project advisory groups established for grants and contracts.
3. Meeting coordination, office management and administration for the broader Trauma and Injury team including developing and maintaining outward facing communications, proofing and formatting reports, maintaining office supply inventory, and acting as the contact point for the Discipline.
4. Working with senior researchers, research contract and finance team on the administrative systems and relevant processes for contract administration, from initiation, execution, and management through to completion.
5. Ensure the effective human resource administration of Trauma and Injury by working with the Discipline Lead, researcher staff and the people and culture department to prepare and administer procedures and documentation for the establishment of new positions, renewal of contracts and variation of staff requirements.
6. Coordination of the Trauma and Injury social media accounts, preparation and publishing of social media outputs and Flinders Media newsletters.
7. Occasional work out-of-hours to meet operational requirements.
8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

### KEY POSITION CAPABILITIES

- A tertiary qualification in business, administration or other relevant qualifications; or an equivalent combination of experience and/or education and/or training.
- High-level organisational skills and proven ability to deal with multiple tasks, establish priorities and meet deadlines.
- Proven experience with complex diary management and high attention to detail.
- Demonstrated experience working with a high degree of confidentiality and integrity, and the ability to work flexible hours, as required.
- Well-developed oral and written communications skills and the ability to liaise effectively with all levels of staff, students, management, and external stakeholders.

- Proven ability to take the initiative and anticipate and respond to business requirements.
- Work within a supportive team environment to deliver high quality outcomes and service excellence.
- Well developed level of computer literacy with excellent skills in Microsoft Office applications, particularly, Outlook, Teams, Word and PowerPoint as well as CanvaPro.
- Adapt to new challenges and learn on the go with support from co-workers
- Experience in coordination of social media accounts and campaigns (Desirable)
- Experience in the research or education Sector in a similar role (Desirable).

FINAL